



**ST. CLARE'S
COMPREHENSIVE
SCHOOL**

ATTENDANCE POLICY

Mission: To create a caring, disciplined and Christian environment where all students and staff can reach their potential.

Aims:

- To educate for life.
- To promote tolerance, justice and respect for all.
- To encourage teamwork and respect individuality.
- To nurture ambition and leadership
- To promote pride and confidence in one's own ability (self esteem).
- To motivate our students in the pursuit of a high standard of academic achievement and critical thinking by providing a varied range of learning experiences and a varied range of teaching excellence.
- To help all students do their best.
- To work in partnership with parents in the promotion of the overall good of the student, acknowledging the role of parents as the primary educators of the child.

Curriculum Statement:

The Curriculum offered in St. Clare's is wide and varied and is designed to give each student the opportunity to realise their full potential and to develop their interests and talents.

We encourage our students to take responsibility for their own decisions, to develop independent learning strategies and to show a commitment to their studies.

We recognise the wide range of intelligences amongst our students and we strive to meet their individual needs.

Pastoral Curriculum Statement:

The pastoral care and curriculum in St. Clare's is designed to help the students feel safe and secure in the school environment, to assist them take full advantage of the range of opportunities available and to prepare them for adult life.

On entering St. Clare's each group is assigned mentors and class teachers who develop a close relationship with each student. (**See role of Class Teacher**). Their progress during their school life is continually monitored so that they can reach their potential. The Pastoral Care Co-ordinator develops strategies that seek to protect, inform and develop our students in a holistic way. She is assisted on a daily basis by the whole staff.

Principles: The attendance policy is for implementation by all Staff, Students, Parents/Guardians and by the Board of Management.

Rationale: Attendance at school, full participation and being a valued member of the school community is extremely important to the development of every student. Poor attendance and lateness are linked to students not reaching their potential and in some occasions to students leaving school early. **Parents/Guardians are primarily responsible for ensuring that their children attend school regularly.** St. Clare's will do its utmost to cooperate with and support parents to carry out this responsibility.

Goals:

St Clare's will

- Encourage students to attend school regularly and participate in school life.
- Develop a working partnership with Parents/Guardians.
- Monitor and record attendance and lateness.
- Make regular reports to Parents/ Guardians and to the National Educational Welfare Board re student attendance.
- Support Parents/Guardians and students where there are attendance problems.

Policy

- St Clare's expects all students to attend all timetabled classes on time every day.
- St. Clare requires parents to explain all of their child's absences. This must be presented to the class teacher, at roll call, on the following day.
- St. Clare's requires that parents phone in and inform the school of any appointments that their child may have. Only then will permission be given to the student to leave the school.
- Students, who are over 18, are required to present an appointment card.
- The Deputy Principal/ Attendance Officer will contact parents if a student is absent 10 days or more to remind them of their legal responsibilities or to enquire if the school can assist in any way.
- The school will inform the Welfare Board if
 - A student is absent for 20 days or more.
 - We are concerned about the pattern of absences.
- The school will inform Parents/ Guardians if such a report is being made.

Holidays: Parents are strongly advised not to take their son/daughter out of school for holidays. The students will miss important tuition and it may be difficult for them to catch up. A report will be made to the NEWB if a student is absent for 20 days or more.

Absence due to illness: If a student is absent on a long term basis due to illness please inform the school. The Year Head will gather work from the student's teachers and send it to the Parents so that the student, where possible, can keep up to date

Lateness:

We expect all students to be on time for all classes. Being late disrupts class and students may also miss important tuition.

Policy:

- A student with excellent punctuality will receive 1 merit every month.
- St Clare's requires all students to give a dated note, from their Parents/ Guardians, to the Deputy Principal to explain their lateness.
- When no note is submitted a student will receive 3 demerits.
- If a student is late in the morning on 3 occasions in a month then his/ her parents will be informed. St Clare's will ask for the parent's cooperation in the matter.
- If a student is late on 3 occasions in the same week their Parents/ Guardians will be asked to attend a meeting with the Deputy Principal to discuss the matter.
- Students may be given extra written work and/or in house suspension.
- Lack of improvement regarding punctuality may result in suspension from school.
- Parents may be invited, at any time, to discuss their son's/daughter's punctuality.

Contact with Parents:

School Reports: End of Term reports will contain the number of days that each student has been absent to that date.

Contact Details:

Deputy Principal: In charge of Attendance:
Ms. Mc Gowan: 0719855087

Attendance Officer: Mr. Mc Morrow